

A Student's Guide to Moodle

How to email students in the course

Click on the "Compose Email" link in the Quickmail block, and you will get a window with a checkbox next to the name of each member of the course. In addition, there is a "Check all" button and any course groups will also each have their own "Check all" option. There is a space for typing the subject line of the email, titled "Subject," and a larger field for the actual message body, titled "Message." When the email is finished, click "Send email" to send it.

The Quickmail block is not enabled in all courses by default; your teacher may have to turn it on.

Your Profile

Your profile is your identity on Moodle. All Moodle users can see it, including your instructors. Your profile also contains email information and your demographic information. You are enrolled in your courses by your user name; please check it for accuracy. If you do not use the email listed here, please change the email address to one you will check, since Moodle is the means by which your instructors will be contacting you about assignments and other class matters.

To edit your profile

To view your profile, click on your name next to the "Logout" link at the top of the screen, or anywhere else that your name appears as a link. Then, click the "Edit profile" tab.

From moodle.org:

There are several settings that are accessible from your profile that will help make your use of Moodle more productive.

- **Email format** : You can choose to have emails sent from Moodle in Plain text format or Pretty HTML format. HTML format will include images and the Moodle colour scheme in emails, but will be slightly larger in size.
- **Forum auto -subscribe** : If you select yes for this it will mean that when you post a message to a forum, you will be subscribed to that forum and receive email copies of all messages for that forum. You may unsubscribe from forums if you wish as well.
- **Email digest type** : You may choose to receive all emails from Moodle in one daily message. There is also the option to receive either the complete message or just the Subjects from forums you subscribe to.
- **Forum tracking** : This is a useful option to enable. If it is enabled on your Moodle site it will highlight unread forum messages so you can easily see what is new.

You can also change your user icon by browsing for a picture next to the "New Picture" field. Please keep the picture small, about 100x100 pixels, and 500kb or less in size. Please use either GIF or JPG format. Again, remember that this profile is accessible to all members of the learning community. The same caution is applicable to your description.

Forums

The discussion board in this course is called the forum. The link on the main page will look like this:



[Forum name goes here](#)

To post a response in the forum, click the link, then click the “**Add a new discussion topic**” button at the top of the list of threads. Give the thread a title in the “**Subject**” heading, and type your post in the “**Message**” section. When you are done, check your post for errors and click the “**Post to forum**” button at the bottom. Be sure to change the Subscription setting to how you want it—if you want to receive emails of every post to the forum, set it to “Send me email copies of posts to this forum.” If not, set it to “I don’t want email copies of posts to this forum.” Some teachers may have set their forums to force you to be subscribed or to not allow you to be subscribed, in which cases this option will not appear. After you’ve posted, you will have 30 minutes to edit your post.

To reply to a participant’s post, click on the name of the thread in the forum, and click the “**Reply**” link at the bottom right of the post you want to reply to. The fields are the same as they are for posting a response.

If you want to know anything more about Moodle, try looking it up on <http://www.moodle.org/>. For help, contact your instructor.